

## EMPLOYMENT OPPORTUNITY

ANNOUNCEMENT NUMBER: HNALL 09/16

**NOTE: All applicants who are not Family Members of U.S. Government employees officially assigned to Post and under Chief of Mission (COM) authority must have required work and residency permits to be eligible for consideration.**

**OPEN TO:** All Interested Candidates

**POSITION:** Political Specialist, FSN-10; FP-5 (step 5 through 14)\*

**OPENING DATE:** May 19, 2009

**CLOSING DATE:** June 2, 2009

**WORK HOURS:** Full-time, 40 hours/week

**ANNUAL SALARY:** \*Not-Ordinarily Resident (holding diplomatic passport): US\$47,625 (Starting salary)  
(Position Grade: FP-5 will be confirmed by Washington)

\*Ordinarily Resident: US\$15,335 (Starting salary)  
(Position Grade: FSN-10)

Actual filling of the position is contingent upon the availability of funds.

**LENGTH OF HIRE:** Temporary not to exceed four months. Actual filling of the position is contingent upon the availability of funds.

The Embassy of the United States of America in Hanoi is seeking an individual for temporary employment for the Political Specialist position in its Political Section.

### BASIC FUNCTION OF THE POSITION

Incumbent of this position will be responsible for regular analytical and factual reporting on Vietnamese politics, government, diplomacy, media, social issues and civil society from a broad variety of human and media sources. Incumbent will maintain and develop a wide variety of personnel contacts throughout Vietnamese government and society; review the daily press and government statements for items of interest; attend government meetings; maintain bio files, translate and interpret. Incumbent will also support U.S. Government Congressional Delegations and VIP visits as requested.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office Hanoi. Please contact the Human Resources Office at 3850-5000 X5127 for questions.

### QUALIFICATION REQUIREMENTS

All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

1. University degree in social sciences or political related field is required.

2. At least two years professional work experience in a social science or international relations-related field is required.
3. Must have a thorough knowledge of Vietnam political system and foreign policy making process. A solid understanding of operations of the Communist Party of Vietnam is required. Familiarity with portfolio issues: internal politics, foreign policy, civil society, anti-corruption, social issues, ethnic minorities and refugees is required.
4. Must have ability to translate and interpret between Vietnamese and English; ability to plan meetings and provincial trips and handle all logistics. Strong English writing and interpersonal skills, as well as cultural sensitivity are required.
5. Word processing and Microsoft Office Suite experience is required (this will be tested).
6. Level 4 (Good working knowledge) Speaking/Reading/Writing English is required (this will be tested). Level 5 (Professional level) Speaking/Reading/Writing Vietnamese is required.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that candidates address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current Ordinarily Resident employees serving a probationary period and/or have not completed six months of employment with the Mission are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold post security clearance.

## **TO APPLY**

Interested candidates for this position must submit the following, or the application will not be considered:

1. Not-Ordinary Resident (NOR): Application for US Federal Employment (OF-612 or DS-1950);
2. Ordinary Resident (OR): Post form "Application for Employment with the U.S. Mission to Vietnam" available on the website.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned, etc.) that addresses the qualification requirements of the position as listed above.

You may download the application form at [http://vietnam.usembassy.gov/job\\_opportunities.html#appforms](http://vietnam.usembassy.gov/job_opportunities.html#appforms) or paper copies are available from the security guard main gate at the U.S. Embassy, 7 Lang Ha Street, Hanoi between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

## **SUBMIT APPLICATION TO**

Human Resources Officer  
U.S. Embassy, 7 Lang Ha Street, Hanoi

All applications must be put in sealed envelopes and addressed to the Human Resources Officer to receive consideration. Please write clearly on your envelope the position for which you are applying.

## POINT OF CONTACT

Human Resources Office  
U.S. Embassy Hanoi  
Tel. 84-4-3850-5000  
FAX: 84-4-3850-5019

## DEFINITIONS

1. U.S. Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - U.S. Citizen; and,
  - EFM at least 18 years old; and,
  - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
    1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
    2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:
  - Spouse;
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
  - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
3. Member of Household (MOH) – An individual who accompanies or join a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
  - Not an EFM; and,
  - Not on the travel orders of the sponsoring employee; and,
  - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.
4. Not Ordinarily Resident (NOR) – An individual who:
  - Is not a citizen of the host country; and,
  - Does not ordinarily reside (*OR*, see below) in the host country; and,

- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan.

5. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: JUNE 2, 2009**

(All applications must be received by the closing date to receive consideration)

**AN EQUAL OPPORTUNITY EMPLOYER**

The U.S. Mission in Vietnam provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved by: MGT/Robert Riley  
 Cleared by: POL/Michael Goldman  
 Drafted by: HRA/Tu Nguyen